

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA PERSONNEL COMMITTEE MEETING TO BE HELD IN ROOM 318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

Monday **6:30P.M.** **January 30, 2023**
(Audit & Administration Mtg. to Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Approval/Personnel Committee Meeting Minutes – December 13, 2022
4. Approval/ Fund Transfer 23T002/ County Executive/ Reorganization – Reclassification/
County Executive Kevin Byrne
5. Approval/ Fund Transfer 22T387/ Highway Department/ Purchase of Salt Stockpile/ Chief
Deputy Finance Commissioner Lewis
6. Approval/ Fund Transfer 23T011/ DSS/ Rehire Retiree, Sr. Public Health Nurse, Part-time
to Handle Home Visits to Those Receiving Personal Care Services Through Medicaid /
Commissioner DSS, Mental Health and Youth Bureau Mike Piazza
7. Approval/ Confirmation- County Executive Byrne's Appointment/ Interim Commissioner of
Bureau of Emergency Services Robert A. Lipton
8. Approval/ Confirmation- County Executive Byrne's Appointment/ Interim Commissioner of
Health Michael J. Nesheiwat, M.D.

9. Approval/ Confirmation- County Executive Byrne's Re-Appointment/ Commissioner of Finance William J. Carlin, Jr.

10. Approval/ Confirmation- County Executive Byrne's Appointment/ County Attorney C. Compton Spain, Esq.

11. Approval/ Confirmation- County Executive Byrne's Appointment/ Director of Purchasing John G. Tully

12. Approval/ Confirmation- County Executive Byrne's Re-Appointment/ Director of the Office For Senior Resources Michael J. Cunningham

13. Approval/ Confirmation- County Executive Byrne's Re-Appointment/Director of Tourism Tracey L. Walsh

14. Approval/ Confirmation- County Executive Byrne's Re-Appointment/ Putnam County Historian Jennifer Cassidy

15. Approval/ Confirmation- County Executive Byrne's Re-Appointment/ Director of the County Veterans Agency Karl Rohde

16. FYI/ Accident Report

17. FYI/ Incident Report

18. Other Business

19. Adjournment

Pers. 1/30/23
#3

**PERSONNEL COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Jonke, Legislators Addonizio & Nacerino

Tuesday

6:30PM

December 13, 2022

The meeting was called to order at 6:30PM by Chairman Jonke. He requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Nacerino and Chairman Jonke were present.

Item #3 - Approval/Personnel Committee Meeting Minutes/ November 9, 2022

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Standard Work Day and Reporting Resolution

Chairman Jonke stated anytime this report is updated, it must be amended, approved, and submitted to the New York State and Local Employees' Retirement office.

Chairman Jonke made a motion to approve Standard Work Day and Reporting Resolution; Seconded by Legislator Nacerino. All in favor.

Item #5 - FYI/ 2022/ Accident Report – Duly Noted

Item #6 - FYI/2022/ Incident Report – Duly Noted

Item #7 - Other Business

Item #8 - Adjournment

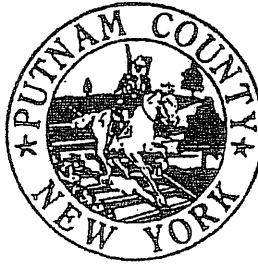
There being no further business at 6:32 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Addonizio. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

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Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

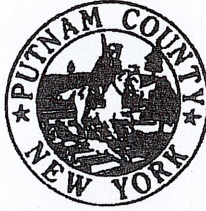
AGENDA

PERSONNEL COMMITTEE MEETING TO BE HELD IN ROOM 318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Addonizio & Nacerino

Tuesday **6:30PM** **December 13, 2022**
(The Protective Services Meeting To Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Approval/Personnel Committee Meeting Minutes – November 9, 2022
4. Approval/ Standard Work Day and Reporting
5. FYI/ 2022/ Accident Report
6. FYI/2022/ Incident Report
7. Other Business
8. Adjournment



cc: all
Pers - 1/30/2023
A+IA - 1/30/2023

Reso
#4

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *WJC*
Re: Budgetary Transfer - 23T002
Date: January 5, 2023

2023 JAN 12 PM 3:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the County Executive, the following transfer is required.

Increase estimated appropriations:

10123000 51000 (102)	Personnel Svcs - Dep County Executive	24,625
10123000 51000 (107)	Personnel Svcs - Dir of Communications	83,000
10123000 51000 (108)	Personnel Svcs - Dir of Comp- int govt rel	75,000
10123000 58001	NYS Retirement	9,297
10123000 58002	FICA	10,174
10123000 58003	Disability Insurance	220
10123000 58004	Workers Compensation Insurance	310
10123000 58006	Dental	1,228
10123000 58007	Life Insurance	914
10123000 58009	Vision	107
10123000 58011	Flex	2,165
10149000 51000 (195)	Personnel Svcs - Stipend <i>Acting Admin Highway</i>	11,903
10144000 51000 (195)	Personnel Svcs - Stipend <i>Acting Deputy Admin High</i>	7,417
10802000 51000 (195)	Personnel Services (Stipend) <i>Acting Admin Highway</i>	12,000
10168000 54783	Licensing Software (CRM)*	40,000
	<i>Constituent Relationship Management*</i>	278,360

Decrease estimated appropriations:

10123000 51000 (104)	Personnel Svcs - Dir Constituent Services	46,643
10123000 58008	Health	44,401
10134500 51000 (106)	Personnel Svcs - Purchaser	63,611
10134500 58001	NYS Retirement	3,730
10134500 58002	FICA	4,866
10134500 58004	Workers Compensation Insurance	774
10134500 58006	Dental	1,994

10134500 58008	Health	26,677
10134500 58009	Vision	242
10134500 54783	Licensing Software	50,000
10199000 54981	Subcontingency - County Executive Office	30,000
10199000 54982	Subcontingency Highway	38,825
10149000 51000 (101)	Personnel Services (Commissioner) Highway	11,903
10802000 51000 (101)	Personnel Services (Commissioner) Planning	12,000
10144000 51000 (102)	Personnel Services (Project Manager) Highway Eng	7,417
		343,083

Increase:

10199000 54980	Contingency	64,724
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Fiscal Impact - 2023 - \$ (\$ 64,724)

Fiscal Impact - 2024 - \$ 0

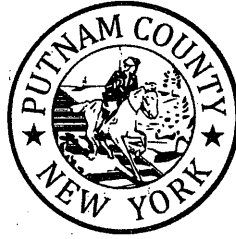
This Resolution is required to allocate funding for the County Executive Office pursuant to the request of the County Executive. The staff titles and annual salaries, retroactive to January 1, 2023 shall be:

<u>Job Title</u>	<u>2023 Annual Salary</u>
County Executive	\$176,022
Deputy County Executive	\$154,000
Chief of Staff (CEO)	\$86,107
Confidential Secretary	\$62,100
Director of Communications	\$83,000
Director of Compliance & Intergovernmental Relations	\$75,000

The stipends are also retroactive to 1/01/2023. Please forward to the appropriate committee.

Approved:


Kevin M. Byrne
County Executive



cc: [unclear]
Pers
[unclear]

2023 JAN 12 PM 1:37
[unclear]

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

TO: Ms. Diane Schonfeld, Clerk of the County Legislature
FROM: Kevin M. Byrne, County Executive 
DATE: January 12, 2023
SUBJECT: Budgetary Transfer-23T002

Attached please find the above referenced budgetary transfer to reallocate existing 2023 county funding to reflect our need for streamlining the structure and staffing of the County Executive's Office. Additionally, this proposed transfer will address other needs that will enhance our county government's operations and compensate managers and department heads who are taking on added responsibilities on a temporary basis. Please note that all changes work within the previous administration's 2023 budget framework as passed by the Legislature. The transfer does not affect the tax levy or pull from the general fund. In fact, the total budget transfer proposal results in a **net savings of over \$64,000** to the county budget.

I respectfully request your support in passing this package to better enable our county government to support our managers who are temporarily filling other management roles; enhance our capabilities to serve constituents in both the Legislative and Executive branches; and professionalize our county government with the addition of a Communications Director and Director of Compliance and Intergovernmental Relations. These two director positions will be based in the County Executive's office and are highly needed positions that will support and interface with all other county departments, ensure compliance with federal, state, and local laws, and provide timely information to the public. These proposed changes will permit us to continue to deliver core government services while also developing more creative, transparent, and efficient solutions that will enhance both communications and constituent engagement.

STIPENDS

This request includes funding for three temporary stipends to compensate individuals who are filling additional roles including the Acting Administrator of Highway and Facilities, the Acting Deputy Administrator of Highway and Facilities, and the Acting Administrator of the Department of Planning, Development and Public Transportation. Each of these stipends equal to a 10% increase to the

individual's original base salary. The additional responsibilities and work they are taking on will also provide the county with a substantive temporary savings from vacant management lines, not reflected in this proposal

Please note that we are currently recruiting for the Commissioner of Highway and Facilities and for the Commissioner of Planning, Development and Public Transportation. Both positions are currently posted online. We will be performing an extensive search and conducting due diligence in evaluating candidates for these two critical departments which will take some time.

STAFF ADJUSTMENTS

An adjustment is included for the Deputy County Executive line which will result in a net savings overall for this position. The salary adjustment will place the pay rate at a level comparable to the Deputy's prior rate of pay as Office of General Services Commissioner with Orange County, his previous employer. The Deputy's health insurance line will be decreased by \$28,000 as this individual has waived his health insurance coverage with Putnam County. As noted, this results in a significant net savings from the previously budgeted amount for the position.

The creation of two new positions (Communications Director and Director of Compliance and Intergovernmental Relations), as referenced earlier, are to enhance our county government services, ensure compliance, provide transparent communications, and greater professionalize our county government. The position of Communications Director will be a lateral move from the existing Director of Constituent Services, a position which will be eliminated. In addition, this individual has declined family health coverage resulting in \$27,583 in savings to the County. Detailed job specifications for these two positions are enclosed with this proposal.

CONSTITUENT SERVICES

The new \$40,000 budget line is for licensing software to seek out a new opportunity to purchase a professional Constituent Relationship Management (CRM) system that can support both the County Executive's Office and the County Legislature in managing, tracking, communicating, and responding to constituent services and requests.

COST SAVINGS

In addition to the various savings mentioned above to fund these changes, additional cost-cutting measures that will support this restructure include:

1. The elimination of the Director of Constituent Services position in the County Executive's Office. The Chief of Staff will continue to manage constituent services, supported by the office's Confidential Secretary. This is in addition to active oversight of constituent casework by both the County Executive and Deputy County Executive.
2. The elimination of licensing software previously budgeted at \$50,0000 for the Purchasing Department. This software is no longer attainable at the budgeted price as numerous nearby counties have ended their agreement with the

provider. It is also redundant as the County can continue to use the BidNet service from the state at no additional cost.

3. The elimination of the newly created, unfilled "Purchaser" position in the Purchasing Department. Given the size of the County, this position was deemed unnecessary. Added support by both the Deputy County Executive and Director of Compliance and Intergovernmental Relations, specifically as it pertains to reviewing and monitoring contracts and ARPA projects, are expected to supplement the department.
4. A decrease in \$68,825 from two subcontingency accounts in the County Executive's office and in the Department of Highway & Facilities.

We request the staff titles, annual salaries, and stipends be retroactive to January 1, 2023.

Again, the above budgetary changes result in a significant net savings to Putnam County's budget and Putnam County's taxpayer. Thank you for your prompt and thoughtful consideration. Please reach out to my office should you have any questions.

enc: Budget Transfer Resolution – 23T002
Job description – Director of Communications
Job description – Director of Compliance and Intergovernmental Relations



WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - 23T002

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Confidential Secretary	\$62,100
Director of Communications	\$83,000
Director of Compliance & Intergovernmental Relations	\$75,000

The stipends are also retroactive to 1/01/2023. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

4/12/23

DIRECTOR OF COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: The Director of Communications acts as a member of the County Executive's team and is responsible for developing and managing the delivery of a comprehensive engagement strategy and communication plan for community outreach, public relations, public information, and media relations that amplify the County's priorities and drives engagement across internal and external communities; while clearly defining objectives, timelines, and measures for success. The incumbent develops and implements the branding for County departments and programs and serves as the County's liaison for media outlets; fielding questions, ensuring accurate coverage, and planning for media appearances by County officials. The Communications Director works directly with and assists the County Executive and department heads to develop and issue key information about County government, serving as a leader and advisor in all communications as needed. The Director plays a critical role in building public trust through various communications programs and initiatives and advancing transparency and accountability of Putnam County government. The Director ensures that critical public information is accessible in different languages, pursuant to policies on language access. The Director works as member of the County Executive's staff with wide leeway for independent judgment.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Directs staff and contracted vendors in the coordination, development and implementation of internal and external communications, public information and community relations activities (i.e., broadcasting or streaming of meetings, website, social marketing programs, special events, etc.);
- Supports County Executive and other organizational leaders in the development of communications, including speeches, presentations and print/digital communications.
- Oversees the creation of background briefing documents for the County Executive before major interviews, meetings and presentations;
- Advises and counsels management and staff on policies, plans, and practices that affect the County's relationship with the public;
- Coordinates, plans, and manages integrated internal and external communication activities;
- Interacts with County Executive, elected officials and staff across multiple departments and agencies to coordinate messaging and public information for special projects and during emergency events;
- Develops key messages, press releases, social media, website content, print and electronic communication;
- Assists departments with the development and implementation of communication strategies and crisis communications;
- Provides accessible, easily understood information about Putnam County services and programs using various communication strategies, tools, and tactics, including language translation;
- Anticipates media responses, prepares spokesperson(s) and responds to media inquiries;
- Administers and manages public and employee information programs;
- Provides oversight and direction for digital communications, including the website, e-newsletters, digital signage, intranet, and social media;
- Plans, organizes, and directs efforts that enhance Putnam County's image in the community through relationship building, special events, branding, and information sharing;
- Manages the dissemination of prompt, accurate information during emergency situations;
- Develops and recommends new communication methods to better achieve County goals, including fostering core values and marketing County services to residents, community groups, and other external organizations;
- Coordinates public events, including open houses, ceremonies, and other public functions;

Responds to requests to produce video programming and photography;
Advises and trains County staff and officials in effective use of media;
Engages departments in community outreach and education events;
May act as lead Public Information Officer or a team member of the PIO team responsible for communication functions during emergency or crisis events;
Performs related duties as necessary

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the organization, functions, laws, policies, regulations, programs and goals of Putnam County government; thorough knowledge of public relations principles and practices as they pertain to internal and external communication needs of a large organization; thorough knowledge of current communications trends in a government setting, including extensive knowledge of the use of social media; thorough knowledge and ability in graphic design and software; superior oral and written communications skills; ability to create and articulate messages to a wide range of audiences; ability to manage multiple projects; ability to design and execute process where none exists; ability to interact effectively with senior leadership, elected officials, community leaders and external constituencies; ability to deliver complex messages in simple, concise and understandable ways; exceptional writing and presentation skills; excellent organizational and strong project management skills; excellent editing and proofreading skills; excellent interpersonal skills; self-starter, able to establish priorities and work independently; attention to detail that drives high quality outputs; comfortable with change and uses feedback to drive personal growth and development; consistently acts with integrity and maintains a high degree of confidentiality; high-energy and optimistic; Initiative, courtesy, integrity and tact.

MINIMUM QUALIFICATIONS:

- a) Master's Degree, or higher, and two (2) years of paid experience in a position with substantial public information responsibility; or
- b) Bachelor's Degree, and four (4) years of paid experience in a position with substantial public information responsibility; or
- c) Associate's degree in Communications, English, Journalism, Public Relations, Public Administration, Marketing, Public or Business Administration, Political Science, Social Sciences or a related field, and four (4) years of paid experience in a position with substantial public information responsibility.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DIRECTOR OF COMPLIANCE AND INTERGOVERNMENTAL RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting professional level work and maintaining communications with County departments and local government and community agencies on behalf of the County Executive to ensure functional, legal, and financial compliance with all applicable federal, state, county and local laws, regulations, and standards. These responsibilities include the oversight and review of contracts for consideration and assuring the terms of the contracts are being met while the contract is in effect. In addition, this position assists in the direction of the procurement process within County departments and monitors the use of government support funding by County departments and local agencies. This position supports the County Executive and Deputy County Executive in maintaining relationships with elected officials, external stakeholders, and key decision makers and provides skilled advice, guidance, and direction. Duties are performed in the Office of the County Executive, under the direction of the County Executive or Deputy County Executive, with wide leeway for independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors and audits the use of American Rescue Plan Act (ARPA) and other support funds, totaling over 24 million dollars, by county and non-county agencies in completing projects and providing services to their respective jurisdictions, to ensure compliance with federal, state, and local laws; Identifies compliance issues, and directs follow up and investigations of the same; Monitors County contracts, ensures the maintenance of contract continuity and negotiates contract extensions;

Monitors the processes of writing requests for proposals, soliciting sealed bids and bid openings; Serves as contract liaison between Putnam County and various providers including subcontractors and other county departments and agencies;

Assists in the development of written administrative policies and procedures. Monitors compliance systems to ensure their effectiveness;

Evaluates industry trends and best practices to assess feasibility for implementation into current department processes;

Provides guidance to Commissioner of Purchasing and Central Services on behalf of the County Executive's Office in the formulation of policies and procedures and makes recommendations regarding purchasing matters;

Reviews requests for the purchase of goods and services and recommends substitutions where savings in costs or improved delivery will result;

Analyzes request for quote (RFQ), request for proposal (RFP) and RFB documents for conformance with specification and proposal, price data and other factors affecting the quality and delivery of goods and services;

Engages with local non-county governmental agencies to ensure compliance with all applicable federal, state and local regulations;

Fosters cooperative relations with external stakeholders including, but not limited to, federal, state, and local elected officials, community organizations, civic associations, and non-profits.

Researches, drafts, and edits policies, proposed legislation, memoranda, white papers, and reports at the direction of the County Executive and Deputy County Executive.

Manages external meeting and hearing preparation including briefing memos.

DIRECTOR OF COMPLIANCE AND INTERGOVERNMENTAL RELATIONS (cont'd)

- Participates in meetings with various constituency organizations, inter-department work groups, task forces, and federal state, and local officials and their staffs at the direction of the County Executive and/or Deputy County Executive.
- Prepares special reports for presentation at meetings within state, county, or local jurisdictions of the County;
- Responsible for special projects as assigned by the County Executive and/or Deputy County Executive
- Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of intergovernmental relationships between federal, state, and local governments; thorough knowledge of the principals and practices of public administration; thorough knowledge of federal, state, and local laws relating to the work; good knowledge of County department and outside agency functions and operations; good knowledge of community organization techniques; good knowledge of effective public and community relations techniques; good knowledge of department procedures and office equipment; ability to analyze and collect data on County needs; ability to organize and maintain accurate data and records; ability to establish and maintain effective working relationships; ability to effectively communicate with the public and work with outside agencies; ability to work with diverse populations; ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to independently solve problems; ability to coordinate group discussions; initiative; resourcefulness; good judgment; initiative; diplomacy; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) A Juris Doctorate, or equivalent, and two (2) years of experience evaluating policies and/or procedures for public sector agencies for compliance with laws, rules, and regulations; or
- b) Master's degree in Business, Finance, Law, or Public Administration, and four (4) years of experience evaluating policies and/or procedures for public sector agencies for compliance with laws, rules, and regulations; or
- c) Bachelor's degree in Business, Finance, Law, or Public Administration, and six (6) years of experience evaluating policies and/or procedures for public sector agencies for compliance with laws, rules, and regulations.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

County of Putnam

FUND TRANSFER REQUEST

TO: William Carlin Jr – Commissioner of Finance

FROM: Michael Lewis – Chief Deputy Finance Commissioner

DEPT: County Road Fund – Highway Department

DATE: 12/22/2022

22T387

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10511000 51000 Personnel Services (Position # 511010106)	10514200 54410 County Snow - Supplies & Material	\$16,985.00	PURCHASE of SALT STOCKPILE
10511000 51000 Personnel Services (Position # 511010101)	10514200 54410 County Snow - Supplies & Material	\$43,015.00	PURCHASE of SALT STOCKPILE
10511000 51000 Personnel Services (Position # 511010116)	10514400 54410 State Snow - Supplies & Material	\$32,308.00	PURCHASE of SALT STOCKPILE
10511000 51000 Personnel Services (Position # 511010101)	10514400 54410 State Snow - Supplies & Material	\$ 7,692.00	PURCHASE of SALT STOCKPILE

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2022 Fiscal Impact \$_0__

2023 Fiscal Impact \$_0__

Department Head Signature/Designee Date

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

Date County Executive/Designee: \$5,000.01 - \$10,000.00

22T387

Date Chairperson Audit/Designee: \$0-\$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

cc: all
Pers 1-30-23
A+A 1-30-23
Reso
#6

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Michael J. Piazza, Jr.

DEPT: Social Services

2023

DATE: 1/18/23

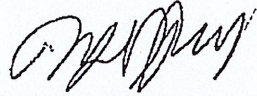
I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10105000 51000 (Personal Svcs. 601005102) (Social Services Medicaid Unit)	10105000 51094 (Temporary)	\$33,800	To rehire retiree (Sr. Public Health Nurse) part-time to make home visits for those individuals receiving personal care services through Medicaid.
	Total	\$33,800	

2023 JAN 20 PM 4:49
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2023 Fiscal Impact \$ 0

2024 Fiscal Impact \$ 0

 1/19/23

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

Date Chairperson Audit /Designee: \$0 - \$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

231011



Pers mtg
1-30-23
Reo
#7

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

It is my privilege to appoint Mr. Robert A. Lipton of Carmel, NY as **Interim** Commissioner, Bureau of Emergency Services in accordance with Article 12, Section 12.20 of the Putnam County Charter.

Mr. Lipton has served as Deputy Commissioner, Bureau of Emergency Services since 2013 where he was instrumental in revitalizing the Fire Advisory Board, developing the county's technical rescue team, and the consolidation of the 911 Center.

Mr. Lipton has served as an adjunct professor at Mercy College, training students in Homeland Security defense strategies. Mr. Lipton has his Bachelor of Science degree in Organizational Leadership from Marist College and a Master of Science degree in Organizational Leadership from Mercy College.

I wholeheartedly recommend confirmation* of Mr. Lipton's appointment as Interim Commissioner, Bureau of Emergency Services by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Mr. Lipton's appointment.

Sincerely,

Kevin M. Byrne
County Executive

*Requires two-thirds (2/3) confirmation

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
Robert Lipton, Interim Commissioner, Bureau of Emergency Services

Attachment

2023 JAN 10 PM 4:52
LEGISLATURE
PUTNAM COUNTY
NEW YORK

**APPROVAL/CONFIRMATION/ APPOINTMENT/INTERIM COMMISSIONER OF THE
BUREAU OF EMERGENCY SERVICES**

WHEREAS, County Executive Kevin M. Byrne has appointed Robert A. Lipton as Interim Commissioner of The Bureau of Emergency Services, pursuant to Article 12, Section 12.20 of the Putnam County Charter; and

WHEREAS, Robert A. Lipton possesses the requisite knowledge, experience, and qualifications to serve as the Interim Commissioner of The Bureau of Emergency Services for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Robert A. Lipton as the Interim Commissioner of The Bureau of Emergency Services for the County of Putnam, pursuant to Article 12, Section 12.20 of the Putnam County Charter; and be it further

RESOLVED, that Robert A. Lipton shall serve at the pleasure of the County Executive as Interim Commissioner of The Bureau of Emergency Services until a Commissioner of The Bureau of Emergency Services is appointed; and be it further

RESOLVED, that this Interim appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

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Putnam County ★ New York

APPLICATION

for EMPLOYMENT

Commissioner of Emergency Services

POSITION TITLE

POSTING or JOB APPLICATION?

THIS APPLICATION IS USED TO DETERMINE YOUR ELIGIBILITY FOR EMPLOYMENT.
BE SURE TO ANSWER ALL QUESTIONS COMPLETELY & CAREFULLY. USE BLUE OR BLACK INK OR TYPE.
RETURN COMPLETED APPLICATION TO:
Putnam County Personnel Department, 110 Old Route Six, Building 3, Carmel, NY 10512

1. Name and Legal Residence ~ PLEASE NOTIFY PUTNAM COUNTY PERSONNEL DEPARTMENT IN WRITING IMMEDIATELY IF ANY OF YOUR INFORMATION CHANGES

LAST NAME Lipton	FIRST NAME Robert	M.I. A	SOCIAL SECURITY NUMBER	
CITY Carmel		STATE NY	ZIP CODE 10512	COUNTY Putnam

2. Mailing Address (if different from Legal Residence)

STREET ADDRESS (P.O. BOX ACCEPTABLE)	CITY	STATE	ZIP CODE
--------------------------------------	------	-------	----------

3. Telephone, E-Mail, and Other Residence Information (please indicate landline(L) or cell phone(C) number)

PRIMARY TELEPHONE (AREA CODE & NUMBER) Kent	SECONDARY TELEPHONE (AREA CODE & NUMBER) Carmel	E-MAIL ADDRESS
TOWN OF RESIDENCE	SCHOOL DISTRICT	

- 4. Employment Eligibility:**
- Do you have the legal right to accept employment in the United States? ☒ Yes ☐ No
 - Are you under 18 years of age? ☐ Yes ☒ No *Proof of employment eligibility will be required upon Employment.*

5. Are you or have you ever been a volunteer firefighter? ☒ Yes ☐ No If Yes: From 1992 To Present

6. Check the appropriate box to the right of each question:

- | | |
|---|---|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| B. Have you ever resigned from any employment rather than face dismissal? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| C. Have you ever been convicted of any crime (felony or misdemeanor)? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| D. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| E. Are there any arrests or criminal accusations currently pending against you? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

If you answered "YES" to any question(s) above, please use the space below to give specifics. If you elect not to provide an explanation, you may be disqualified, or if such explanation is insufficient, you may be required to submit further information. Attach additional 8½" x 11" sheets if

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which application is being made.

DO NOT WRITE BELOW - FOR CIVIL SERVICE USE ONLY

☐ APPROVED ☐ DISAPPROVED ☐ CONDITIONAL

LOGGED BY: OTHER:

DATE RECEIVED

RECEIVED

JAN 03 2023

PUTNAM COUNTY
PERSONNEL DEPARTMENT

PUTNAM COUNTY PERSONNEL DEPARTMENT

110 OLD RTE. 6, BLDG #3, CARMEL, NY 10512

TEL 845 808-1650 * FAX 845 808-1923

www.putnamcountyny.com

7. Education:

• **High School:** Have you graduated from high school? Yes ☒ No ☐

If Yes, name & location of high school:

Carmel High School, Carmel, NY

If High School Equivalency Diploma:

Issuing Governmental Authority:

Number:

• Post High School Education:

	Name & Location of School	Type of Course or Major Subject	No. of College Credits Rec'd	Did You Graduate?	Type of Degree Rec'd
College, University, Professional or Technical School	Mercy College, Dobbs Ferry, NY	Organizational Leadership		YES	MASTER'S DEGREE
	Marist College, Poughkeepsie, NY	Organizational Leadership		YES	BACHELOR'S DEGREE
	Dutchess Community College, NY	Medical Laboratory Technology		YES	A.A.S.
Other School or Special Courses	Harvard School of Public Health	Radiological Emergency Planning		YES	CERTIFICATE
	State of Connecticut	CNC Specialist		YES	

Partially Completed Course of Study:

If credit is claimed for a partially completed college curriculum or course of study, attach a list of courses and credits completed, and indicate graduation requirements.

Indicating Specific Coursework:

If the Position for which you are applying requires that you indicate specific course work, do so on an attached sheet.

Transcripts:

If the Position for which you are applying requires that you provide a transcript, please send one. Required degrees and/or coursework will be verified.

8. Licenses: If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, please provide the following information:

Name of Trade or Profession:

License No.:

Dates of Validation: From

To

Licensing Agency

City/State

9. Driver License: A Driver License may be a requirement for certain positions. Do you have a valid license to operate a motor vehicle in

New York State? Yes ☒ No ☐

License No.:

Class D

Date of Expiration

Special License Endorsements:

10. Contacting Employers: For reference purposes, may we contact your present employer? Yes ☒ No ☐ Past employers? Yes ☒ No ☐

If no, please explain:

11. Performance Tests: If you have taken & passed any Putnam County Performance Test(s), indicate approximate dates below:

TYPING

DATA ENTRY

911 DISPATCHER

LANGUAGE ORAL

OTHER (Describe)

MO / YR

MO / YR

MO / YR

LANGUAGE

MO / YR

MO / YR

It is the responsibility of the applicant to provide documentation of successful completion of performance tests.

12. Other Examinations: Have you taken any examinations given by this department? Yes ☐ No ☐

If yes, list titles and dates:

13. Veterans Status: If you are an active duty member during wartime, a wartime veteran, or a disabled wartime veteran¹ of the Armed Forces of the United States,² then you may be eligible for certain benefits.³ To claim Veterans Status, active duty members of the Armed Forces must submit proof of active duty status⁴ (e.g. current military ID, military orders or other official military document that substantiates active duty status); discharged and/or disabled veterans are required to submit a copy of their DD214 discharge papers.

¹ "Disabled Wartime Veteran" means that you are entitled to receive payments for a service-connected disability (rated at 10% or more) incurred during time of hostile action or war.

² The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force or Coast Guard and all components thereof, or the National Guard when in the service of the United States pursuant to call as provided by law on a full-time, active duty basis other than active duty for training purposes.

³ "Active duty status" means full-time, active duty other than active duty for training purposes.

• I am a ☐ Veteran ☐ Disabled Wartime Veteran ☐ Active Service Member.

• Check below to indicate your area(s) of service, and provide time period(s) of service:

	Time Period of Service (From Mo/Yr - To Mo/Yr)
World War II, US Public Health Service	December 7, 1941 – December 31, 1946
Korean Conflict	June 27, 1950 – January 31, 1955
US Public Health Service	June 26, 1950 – July 3, 1952
Vietnam Conflict	February 28, 1961 – May 7, 1975
Hostilities in Lebanon*	June 1, 1983 – December 1, 1987
Hostilities in Grenada*	October 23, 1983 – November 21, 1983
Hostilities in Panama*	December 20, 1989 – January 31, 1990
Persian Gulf Conflict	August 2, 1990 – present

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER

14. Employment Experience: Read The Following Instructions Before Completing This Section:

- Order:** List most recent employment first.
- What to List:** Any and all employment.
- Professional Experience:** Indicate whether or not professional experience occurred after your professional degree or coursework.
- Volunteer/Unpaid Work:** List volunteer or unpaid experience only if noted as qualifying experience for the position or job posting. Describe volunteer/unpaid work the same way as paid work and note in appropriate check box.
- Military Experience:** If you have had military service that included experience pertinent to the position, list that experience.
- Changes in Status:** If your title or duties changed significantly during your service in any one organization, list such changed status separately.
- Duties:** In the "Duties" section, describe duties in detail; the nature of work personally performed by you; estimate percentage of time spent on each type of work. If more space is needed, you may attach 8 1/2" x 11" sheet(s) of paper.
- Supervisory Experience:** For any supervisory role, state size and type of workforce supervised; as well as the extent of supervision by you.

You are responsible for submitting an accurate, adequate, clear description of your experience

~ Omissions or vagueness will NOT be interpreted in your favor ~

LENGTH OF EMPLOYMENT FROM <u>4/2013</u> TO <u>Present</u> MO YR MO YR	FIRM NAME <u>Putnam County</u>	ADDRESS <u>112 Old Rt. 6, Carmel, NY</u>	CITY, STATE <u>Carmel, NY</u>
TYPE OF BUSINESS <u>Emergency Services</u>	DUTIES <u>Develop, administer plans, EOC operations, oversee 911 Center, Fire and EMS Training programs</u>		
YOUR EXACT TITLE <u>Deputy Commissioner</u>	SUPERVISOR'S NAME <u>Ken Clark</u>		
SUPERVISOR'S TITLE <u>Commissioner</u>	SUPERVISOR'S TITLE <u>Commissioner</u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOLUNTEER	NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>35hrs.</u>		
REASON FOR LEAVING <u>_____</u>			
LENGTH OF EMPLOYMENT FROM <u>1/2000</u> TO <u>4/2013</u> MO YR MO YR	FIRM NAME <u>IBM</u>	ADDRESS <u>Rt. 52</u>	CITY, STATE <u>East Fishkill, NY</u>
TYPE OF BUSINESS <u>Semiconductor</u>	DUTIES <u>Research and development in Physical Failure and analysis. Prepare samples for imaging on FEI Dual Beam 835 and Helios 400</u>		
YOUR EXACT TITLE <u>Em/sem Technician</u>	SUPERVISOR'S NAME <u>_____</u>		
SUPERVISOR'S TITLE <u>_____</u>	SUPERVISOR'S TITLE <u>_____</u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOLUNTEER	NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40</u>		
REASON FOR LEAVING <u>To work for Putnam</u>			
LENGTH OF EMPLOYMENT FROM <u>1/1998</u> TO <u>12000</u> MO YR MO YR	FIRM NAME <u>Schein Pharmaceuticals</u>	ADDRESS <u>Storebys Ave</u>	CITY, STATE <u>Carmel, NY</u>
TYPE OF BUSINESS <u>Pharmaceutical</u>	DUTIES <u>Prepare samples for raw materials inspection and lab analysis.</u>		
YOUR EXACT TITLE <u>Raw material inspector</u>	SUPERVISOR'S NAME <u>_____</u>		
SUPERVISOR'S TITLE <u>_____</u>	SUPERVISOR'S TITLE <u>_____</u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOLUNTEER	NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40</u>		
REASON FOR LEAVING <u>Work for IBM</u>			
LENGTH OF EMPLOYMENT FROM <u>1/1981</u> TO <u>1998</u> MO YR MO YR	FIRM NAME <u>Barden Corporation</u>	ADDRESS <u>_____</u>	CITY, STATE <u>Danbury, CT</u>
TYPE OF BUSINESS <u>Precision Ball Bearing</u>	DUTIES <u>Direct Supervisor of 51 people, indirect 130 Plan, control, coordinate manufacturing dept and over entire backside grinding room floor.</u>		
YOUR EXACT TITLE <u>51 Manufacturing Supervisor</u>	SUPERVISOR'S NAME <u>_____</u>		
SUPERVISOR'S TITLE <u>_____</u>	SUPERVISOR'S TITLE <u>_____</u>		
<input checked="" type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOLUNTEER	NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40hrs.</u>		
REASON FOR LEAVING <u>Company was sold</u>			

If more space is needed, you may attach 8 1/2" x 11" sheet(s) of paper

SIGNATURE REQUIRED ON NEXT PAGE

 PUTNAM COUNTY IS AN EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT READ AND SIGN BELOW

AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

By my signature below, I hereby authorize the Putnam County Personnel Department, the County of Putnam, and/or its respective departments, offices or agencies, and/or any municipality within Putnam County to request verbal or written verification or records of any or all information contained herein. By signing this authorization, I give my consent for full and complete disclosure and review of all records concerning me, whether said records are of a public, private or confidential nature. Further, I hereby release the Putnam County Personnel Department, Putnam County and/or its respective departments, offices or agencies, and/or any municipality within Putnam County, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. By signing this authorization, I give my consent for a photocopy of the *Application for Employment* containing this release to be valid as an original thereof, even though said photocopy will not contain an original writing of my signature.

I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury. My signature below certifies I have read and fully understand this "Affirmation and Authorization for Release of Personal Information."

Signature of Applicant

Date

Please indicate any additional information relative to change of name, maiden name, use of an assumed name or nickname:

PERJURY STATEMENT: APPLICANTS—PLEASE BE ADVISED:

Any and all statements made by the applicant in connection with Application for Employment are subject to verification, including background investigation by prospective appointing authorities. Misrepresentations may constitute cause for disqualification or discharge. Pursuant to Section 210.45 of the New York State Penal Law, **IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.**

APPLICATION COMPLETION CHECKLIST ... DID YOU ... ?

WAIT!

- ☐ Read; Sign and Date the *Affirmation And Authorization For Release Of Personal Information*, above?
- ☐ Enter the **Title** for the Position for which you are filing (top of application form)?
- ☐ Enter your **Social Security Number** (in Section 1, Page 1 of this application form)?

IMPORTANT APPLICANT INFORMATION

CHANGE OF ADDRESS: Putnam County Personnel Department must receive **written notification of any change of address and/or telephone number** in order to communicate important employment information to you. Please note the title of position in your letter.

DRUG & ALCOHOL TESTING: In accordance with Putnam County's comprehensive drug-free workplace policy and procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you will be required to submit to urinalysis, breath and/or blood tests to be considered for County employment.

FINGERPRINTING: As of January 1, 2019, all prospective employees of Putnam County will be required to undergo a digital fingerprint background check at a cost of approximately \$100 to be borne by applicant.

EQUAL OPPORTUNITY: In compliance with the **New York State Human Rights Law**, which prohibits discrimination in employment based on age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record, **no part of this application form is intended or should be construed to express, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record** in connection with employment. Putnam County is an Equal Opportunity – Affirmative Action employer.

REMARKS: Use this space to provide any additional information, as necessary. If more space is required, attach additional 8½" x 11" sheet(s).

Rev. May 2021

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER

ROBERT A. LIPTON

Objective

Work with Putnam County's local governments, volunteer organizations and private sector to develop disaster preparedness plans, mitigation projects and provide training and exercise activities. Prepare Putnam County to respond, mitigate, and recover from disasters while reducing the loss of life, property and minimize suffering from the disruption caused by disasters.

Mission

Mission is to lead Putnam County Bureau of Emergency Services through a commitment that empowers the organization at every level to strive for the highest quality in community services and customer care. Develop our dispatch to a world class center that will provide top quality instruction and planning for our residents now and into the future.

Employment

Develop

Putnam County Bureau of Emergency Services – Carmel, NY

2013- Present

- Responsible for the administrative planning, organization, and supervision of the Bureau of Emergency Services in the absence of the commissioner.
- Directly responsible for the day-to-day activities of the 911 communication center and Indian Point activities in Putnam County.
- Assists with the preparation of budgets and research state and federal programs to secure grant funds.
- Directs the recruitment, training, supervision, and evaluation of assigned department personnel.
- Oversees community education and public information activities designed to increase public awareness and to respond to public concerns.
- Develops emergency action plans for the county.

Adjunct Professor

Mercy College - Dobbs Ferry, NY

2014-2019

- Instructed undergraduate level homeland Defense Structures including The National Incident Management System
- Lectured on advanced comprehensive review of homeland security organization and strategies.
- Taught National Response Plan (NRP) and the National Incident Management System (NIMS)
- Led discussions including statutory authority, participant roles, operational concepts, incident management and emergency support functions.
- Instructed additional class in "Legal issues in Security Management".

Development Technician**IBM Semiconductor Research & Development Center - East Fishkill, NY****2000-2013**

- Transmission Electron Microscope/Scanning Electron Microscope Technician
- Prepare samples for imaging on the FEI Dual Beam 835 and Helios 400 and 450.
- Worked on 65nm, 45nm, 32nm, 20nm SOI technology nodes.
- Experienced sample prep on all from the SEM plus 2nd side polishing, in-situ lift out, ex-situ lift out, Backside polishing, O2 Asher and Allied polisher.
- Experienced in BHF, secco, and DE100 etches. Use of Chrome, TEOS, and gold in sample prep.

Raw Material Inspector**SCHEIN PHARMACEUTICALS - Carmel, NY****1998-2000**

- Prepare samples of incoming raw material for lab analysis.
- Certified in chemical handling and storage practices.
- Worked with mixing and compounding formulas to create drugs and medicine used in pharmaceuticals.

Education

M.S. – Organizational Leadership

Mercy College -Dobbs Ferry, NY

Graduated September 2014 – 3.91 GPA

Certificate for Radiological Emergency Planning

Harvard School of Public Health – Boston, MA

Boston, Massachusetts

Certificate of Completion - 2013

B.S. – Organizational Leadership and Communication

Marist College –Fishkill, NY

IBM ALAP Program –MAY 2008 – GPA 3.9

Graduated Alpha Sigma Lambda National Honors, Dean List

A.A. – Applied Science – Medical Lab Technology

Dutchess Community College - Poughkeepsie, NY

Graduated Phi Theta Kappa National Honors, Deans List, GPA 3.5 - 1996

Achievements

- Revitalized Putnam County's Emergency Services Safety Advisory Board - installed repeater system in Putnam Hospital and Putnam Court Building.
- Revitalized the Local Emergency Planning Committee and are in the process of getting the community involved.
- Reconstituted the Putnam County Fire Advisory Board.
- Established mile markers along the 12 miles of Putnam County's bike trail. GPS located all markers and put in system.
- Developed Putnam County's first Federally approved Hazard Mitigation Plan, plan has been updated until 2025.
- Became the Intelligence Liaison Officer (ILO) for Putnam County in 2013. Communicate vital intelligence to involving terrorist activity to the Fire and EMS community. Teach the "See Something, Say Something" to the Fire and EMS community.
- Integrated Public Alert & Warning System (IPAWS) administrator for Putnam County. Test the system monthly.
- Consolidation of 911 Center. Redesigned layout, purchased new additional consoles, installed video wall, working on text to 911.
- Updated audio/video system for both classrooms, EOC and auditorium.
- Currently working on the Threat Assessment Management Team (TAM). Developed the Plan required by executive order 18 and will be in place before the end of the year 2022.
- Developing a Rescue Task Force for Putnam County to work in conjunction with the TAM team.
- Developed Technical Rescue Team, acquired equipment, vehicles, and apparatus for the team.
- Redesigned and reorganized garage for response teams in Putnam County.
- During September 11, 2011, recovery, worked in the command center at Pier 92 in logistics. Our job was to order and deliver whatever was needed by the rescue workers. Supply fuel trucks to the apparatus on location and order aerial photos and reconnaissance each night.
- Awarded Continuous Total Operational Performance (CTOP) Award for best productivity improvement category for heat related problems on blazers and temescals metal evaporation tools.

Volunteer

Carmel Volunteer Fire Department

1992 - Present

Chief Officer 2000 – 2006, 2008 – 2013

Life Member

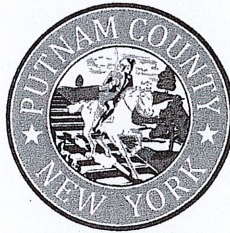
Acquired over 1 million dollars' worth of grants for the purchase of new firefighting equipment, gear, and firefighting vehicles.

Carmel Volunteer Ambulance

1984 – Present

Past Captain

Life Member



Reso.
1-30-23
Reso #8

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

It is my privilege to appoint Dr. Michael Nesheiwat of Southeast, NY as **Interim** Commissioner of Health in accordance with Article 10, Section 10.04 of the Putnam County Charter, subject to confirmation by the Putnam County Legislature.

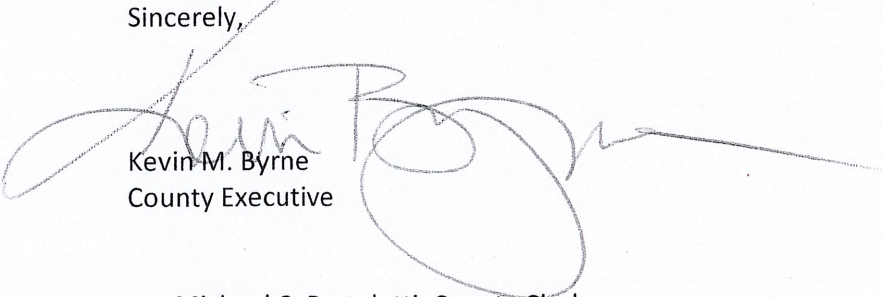
Please note that Dr. Nesheiwat is being appointed as "Interim" Commissioner of Health based upon the advice of the NYS Department of Health. Please see the attached memorandum to me from Personnel Officer Paul Eldridge relating to Dr. Nesheiwat's appointment in an interim capacity.

The Personnel Department will be recruiting for a Commissioner of Health to succeed Dr. Nesheiwat to be in office by no later than the end of 2023.

I wholeheartedly recommend confirmation of Dr. Nesheiwat's appointment Interim Commissioner of Health by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Dr. Nesheiwat's appointment.

Sincerely,


Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
Dr. Michael Nesheiwat, Interim Commissioner of Health

attachment

2023 JAN 10 PM 4:52
LEGISLATURE
PUTNAM COUNTY

**APPROVAL/CONFIRMATION/ APPOINTMENT/INTERIM COMMISSIONER OF
HEALTH**

WHEREAS, County Executive Kevin M. Byrne has appointed Michael J. Nesheiwat, M.D. as Interim Commissioner of Health, pursuant to Article 10, Section 10.04 of the Putnam County Charter; and

WHEREAS, said appointment has been acknowledged by the New York State Department of Health allowing for such appointment up to the end of 2023; and

WHEREAS, Michael J. Nesheiwat, M.D. possesses the requisite knowledge, experience, and qualifications to serve as the Interim Commissioner of Health for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Michael J. Nesheiwat, M.D. as the Interim Commissioner of Health for the County of Putnam, pursuant to Article 10, Section 10.04 of the Putnam County Charter for up to the end of 2023; and be it further

RESOLVED, that Michael J. Nesheiwat, M.D. shall serve at the pleasure of the County Executive as Interim Commissioner of Health up to the end of 2023; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

2023 APR 11 PM 3:42
CLERK OF THE LEGISLATURE
PUTNAM COUNTY

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
*Deputy Personnel
Officer*

M · E · M · O · R · A · N · D · U · M

TO: Kevin Byrne, County Executive Elect
FROM: Paul Eldridge, Personnel Officer
DATE: December 22, 2022
SUBJECT: Continuation of Dr. Nesheiwat as "Interim Commissioner of Health"

Please accept this memorandum as confirmation of my research with the New York State Department of Health (NYSDOH) regarding the potential continuation of Dr. Nesheiwat in the capacity of Commissioner of Health.

As you know, Dr. Nesheiwat has served Putnam County as Commissioner of Health subject to his attainment of a Master's degree in Public Health, as is required by NYSDOH regulations. Dr. Nesheiwat originally received a two-year conditional appointment and subsequently received two, one-year extensions over the course of the last four years.

Unfortunately, due to the extraordinary circumstances in the last four years, which included a measles outbreak, followed by the COVID-19 pandemic, most of Dr. Nesheiwat's full-time effort as Commissioner of Health was consumed responding to these significant community health issues. As a result, Dr. Nesheiwat was unable to complete the required coursework for a Master's degree in Public Health.

Dr. Nesheiwat communicated these circumstances, along with his plan to retire by the end of 2023, if approved to continue as Commissioner of Health.

Dr. Nesheiwat was subsequently advised by the NYSDOH that he could continue past December 31, 2022, if he served in a capacity of an "Interim Commissioner of Health".

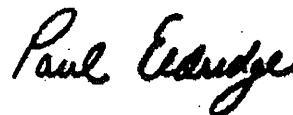
This advice was conveyed by email, dated December 9, 2022, from Loretta A. Santelli, Director, Office of Public Health Practice. In Ms. Santelli's response to Dr. Nesheiwat, she further indicated that, "your timeframe and retirement plan corresponds to an appropriate use for the Interim designation". Please note, Ms. Santelli's email to Dr. Nesheiwat dated December 9, 2022, was also sent to Dr. Mary Bassett, Commissioner of the New York State Department of Health.

Additionally, I have had numerous conversations with Ms. Susan M. Cuomo-Whitney where she confirmed the information given to Dr. Nesheiwat by Ms. Santelli.

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

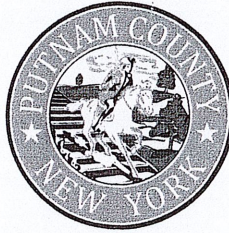
Therefore, in my professional opinion, Dr. Nesheiwat may continue to serve Putnam County in the capacity as "Interim Commissioner of Health" for up a year, during which time we will be recruiting and securing Dr. Nesheiwat's replacement.

If you require any further documentation on this matter, please so advise.



Paul Eldridge
Personnel Officer

cc: Dr. Michael Nesheiwat



Per. Comm
mtg
1-30-23
#9

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

It is my privilege to re-appoint Mr. William J. Carlin Jr. of Southeast, NY, as Commissioner of Finance in accordance with Article 4, Section 4.01 of the Putnam County Charter.

Mr. Carlin has been Commissioner of Finance since 1991 having served under 3 former County Executives. He has performed with distinction and his record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by applying his expertise and experience.

I wholeheartedly recommend confirmation of Mr. Carlin's re-appointment by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Mr. Carlin's re-appointment.

Sincerely,

Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
William J. Carlin, Jr., Commissioner of Finance

2023 JAN 10 PM 4:55
PUTNAM COUNTY
CLERK

APPROVAL/CONFIRMATION/RE-APPOINTMENT/COMMISSIONER OF FINANCE

WHEREAS, County Executive Kevin M. Byrne has re-appointed William J. Carlin, Jr. as Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and

WHEREAS, William J. Carlin, Jr. possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Finance for the County of Putnam; and

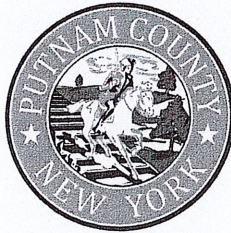
WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this re-appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the re-appointment of William J. Carlin, Jr. as the Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that William J. Carlin, Jr. shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

APPROVED AND
FORWARDED:
2016 10 14 2:12



Res. mtg.
1-30-23
Reso
#10.

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

It is my privilege to appoint Mr. C. Compton Spain, Esq. of Mahopac, NY as County Attorney in accordance with Article 8, Section 8.01 of the Putnam County Charter.

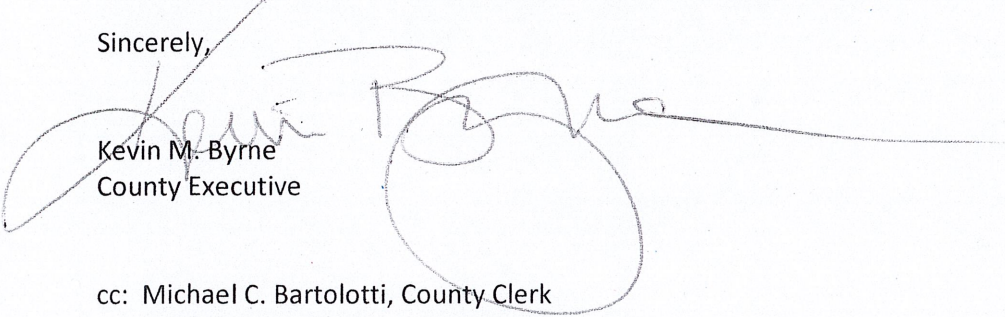
Mr. Spain is an attorney with an extensive expertise in real estate, banking, municipal law, commercial transactions, and criminal defense. Most recently he was a partner in Spain & Spain, a family law firm, and served as bank counsel for Tompkins Community Bank. His municipal law experience includes time spent as Deputy County Attorney for Putnam County. He is a fourth-generation resident of Mahopac with deep roots in the community and has long been active in community organizations.

Mr. Spain received his Bachelor of Arts degree with honors from Colgate University and holds a Juris Doctorate from Pace University School of Law.

I wholeheartedly recommend confirmation of Mr. Spain's appointment as County Attorney by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Mr. Spain's appointment.

Sincerely,


Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
C. Compton Spain, Esq., County Attorney

attachment

2023 JAN 10 PM 6:52
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

APPROVAL/CONFIRMATION/ APPOINTMENT/COUNTY ATTORNEY

WHEREAS, County Executive Kevin M. Byrne has appointed C. Compton Spain, Esq. as County Attorney, pursuant to Article 8, Section 8.01 of the Putnam County Charter; and

WHEREAS, C. Compton Spain is an attorney duly licensed and admitted to practice law in the State of New York and possesses the requisite knowledge, experience, and qualifications to serve as County Attorney for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of C. Compton Spain as the County Attorney for the County of Putnam, pursuant to Article 8, Section 8.01 of the Putnam County Charter; and be it further

RESOLVED, that C. Compton Spain shall serve as the County Attorney unless and until he is removed from said position in accordance with the terms of Section 8.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

APPROVED
2/12/19



Putnam County ★ New York
APPLICATION
for EMPLOYMENT

County Attorney, Putnam County
POSITION TITLE

POSTING or JOB APPLICATION?

THIS APPLICATION IS USED TO DETERMINE YOUR ELIGIBILITY FOR EMPLOYMENT.
BE SURE TO ANSWER ALL QUESTIONS COMPLETELY & CAREFULLY. USE BLUE OR BLACK INK OR TYPE.
RETURN COMPLETED APPLICATION TO:
Putnam County Personnel Department, 110 Old Route Six, Building 3, Carmel, NY 10512

1. Name and Legal Residence ~ PLEASE NOTIFY PUTNAM COUNTY PERSONNEL DEPARTMENT IN WRITING IMMEDIATELY IF ANY OF YOUR INFORMATION CHANGES

Spain LAST NAME Charles Compton FIRST NAME Mahopac CITY NY STATE 10541 ZIP CODE Putnam COUNTY
STREET ADDRESS (P.O. BOX NOT ACCEPTABLE)

2. Mailing Address (if different from Legal Residence)

STREET ADDRESS (P.O. BOX ACCEPTABLE) CITY STATE ZIP CODE

3. Telephone, E-Mail, and Other Residence Information (please indicate landline(L) or cell phone(C) number)

PRIMARY TELEPHONE (AREA CODE & NUMBER) Carmel TOWN OF RESIDENCE SECONDARY TELEPHONE (AREA CODE & NUMBER) Mahopac SCHOOL DISTRICT E-MAIL ADDRESS

- 4. Employment Eligibility:** Do you have the legal right to accept employment in the United States? ☒ Yes ☐ No
Are you under 18 years of age? ☐ Yes ☒ No *Proof of employment eligibility will be required upon Employment.*

5. Are you or have you ever been a volunteer firefighter? ☐ Yes ☒ No If Yes: From To

6. Check the appropriate box to the right of each question:

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes ☐ No ☒
B. Have you ever resigned from any employment rather than face dismissal? Yes ☐ No ☒
C. Have you ever been convicted of any crime (felony or misdemeanor)? Yes ☐ No ☒
D. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? Yes ☐ No ☒
E. Are there any arrests or criminal accusations currently pending against you? Yes ☐ No ☒

If you answered "YES" to any question(s) above, please use the space below to give specifics. If you elect not to provide an explanation, you may be disqualified, or if such explanation is insufficient, you may be required to submit further information. Attach additional 8½" x 11" sheets if

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which application is being made.

DO NOT WRITE BELOW - FOR CIVIL SERVICE USE ONLY

☐ APPROVED ☐ DISAPPROVED ☐ CONDITIONAL

LOGGED BY:

OTHER:

DATE RECEIVED:

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 OLD RTE. 6, BLDG #3, CARMEL, NY 10512
TEL 845 808-1650 * FAX 845 808-1923
www.putnamcountyny.com

7. Education:

• **High School:** Have you graduated from high school? Yes ☒ No ☐

• If Yes, name & location of high school: Portsmouth Abbey, Portsmouth, Rhode Island

If High School Equivalency Diploma: Issuing Governmental Authority: _____ Number: _____

• Post High School Education:

	Name & Location of School	Type of Course or Major Subject	No. of College Credits Rec'd	Did You Graduate?	Type of Degree Rec'd
College, University, Professional or Technical School	Colgate University 1302K Drive E. Ext Hamilton, New York 13346	History		yes	B.A.
Other School or Special Courses	Pace University 1 Martin Avenue White Plains, NY 10606	Law School		yes	Juris

Partially Completed Course of Study:
If credit is claimed for a partially completed college curriculum or course of study, attach a list of courses and credits completed, and indicate graduation requirements.

Indicating Specific Coursework:
If the Position for which you are applying requires that you indicate specific course work, do so on an attached sheet.

Transcripts:
If the Position for which you are applying requires that you provide a transcript, please send one. Required degrees and/or coursework will be verified.

8. **Licenses:** If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, please provide the following information:

Name of Trade or Profession: Attorney License No. Registration #

Dates of Validation: From _____ To _____ Licensing Agency _____ City/State _____

9. **Driver License:** A Driver License may be a requirement for certain positions. Do you have a valid license to operate a motor vehicle in

New York State? Yes ☒ No ☐ License No. _____ Class _____ Date of Expiration _____

Special License Endorsements: _____

10. **Contacting Employers:** For reference purposes, may we contact your present employer? Yes ☐ No ☐ Past employers? Yes ☐ No ☐

If no, please explain: _____

11. **Performance Tests:** If you have taken & passed any Putnam County Performance Test(s), indicate approximate dates below:

TYPING	DATA ENTRY	911 DISPATCHER	LANGUAGE ORAL	OTHER (Describe)
MO / YR	MO / YR	MO / YR	LANGUAGE MO / YR	MO / YR

It is the responsibility of the applicant to provide documentation of successful completion of performance tests.

12. **Other Examinations:** Have you taken any examinations given by this department? Yes ☐ No ☒

If yes, list titles and dates: _____

13. **Veterans Status:** If you are an active duty member during wartime, a wartime veteran, or a disabled wartime veteran¹ of the Armed Forces of the United States,² then you may be eligible for certain benefits.³ To claim Veterans Status, active duty members of the Armed Forces must submit proof of active duty status⁴ (e.g. current military ID, military orders or other official military document that substantiates active duty status); discharged and/or disabled veterans are required to submit a copy of their DD214 discharge papers.

¹ "Disabled Wartime Veteran" means that you are entitled to receive payments for a service-connected disability (rated at 10% or more) incurred during time of hostile action or war.

² The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force or Coast Guard and all components thereof, or the National Guard when in the service of the United States pursuant to call as provided by law on a full-time, active duty basis other than active duty for training purposes.

³ "Active duty status" means full-time, active duty other than active duty for training purposes.

• I am a ☐ Veteran ☐ Disabled Wartime Veteran ☐ Active Service Member.

• Check below to indicate your area(s) of service, and provide time period(s) of service:

	Time Period of Service (From Mo/Yr - To Mo/Yr)
World War II, US Public Health Service	December 7, 1941 - December 31, 1946
Korean Conflict	June 27, 1950 - January 31, 1955
US Public Health Service	June 26, 1950 - July 3, 1952
Vietnam Conflict	February 28, 1961 - May 7, 1975
Hostilities in Lebanon*	June 1, 1983 - December 1, 1987
Hostilities in Grenada*	October 23, 1983 - November 21, 1983
Hostilities in Panama*	December 20, 1989 - January 31, 1990
Persian Gulf Conflict	August 2, 1990 - present

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER

14. Employment Experience: Read The Following Instructions Before Completing This Section:

- **Order:** List most recent employment first.
- **What to List:** Any and all employment.
- **Professional Experience:** Indicate whether or not professional experience occurred *after* your professional degree or coursework.
- **Volunteer/Unpaid Work:** List volunteer or unpaid experience only if noted as qualifying experience for the position or job posting. Describe volunteer/unpaid work the same way as paid work.
- **Military Experience:** If you have had military service that included experience *pertinent to the position*, list that experience.
- **Changes in Status:** If your title or duties changed significantly during your service in any one organization, list such changed status separately.
- **Duties:** In the "Duties" section, describe duties in detail; the nature of work personally performed by you; estimate percentage of time spent on each type of work. If more space is needed, you may attach 8 1/2" x 11" sheet(s) of paper.
- **Supervisory Experience:** For any supervisory role, state size and type of workforce supervised, as well as the extent of supervision by you.

You are responsible for submitting an accurate, adequate, clear description of your experience

~ Omissions or vagueness will NOT be interpreted in your favor ~

LENGTH OF EMPLOYMENT FROM <u>03/83</u> TO <u>12/22</u> MO YR MO YR	FIRM NAME <u>Spain & Spain, PC</u>	ADDRESS <u>671 Route 6</u>	CITY, STATE <u>Mahopae, NY</u>
TYPE OF BUSINESS <u>Law Firm</u>	DUTIES <u>personal injury law, litigation, real estate transactions, commercial banking, bankruptcy, criminal law</u>		
YOUR EXACT TITLE <u>Partner</u>			
SUPERVISOR'S NAME <u>[REDACTED]</u>			
SUPERVISOR'S TITLE <u>[REDACTED]</u>			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40+</u>			
REASON FOR LEAVING <u>County Attorney position</u>			
LENGTH OF EMPLOYMENT FROM <u>1/82</u> TO <u>1/83</u> MO YR MO YR	FIRM NAME <u>Condon & Forsyth PC</u>	ADDRESS <u>[REDACTED]</u>	CITY, STATE <u>[REDACTED]</u>
TYPE OF BUSINESS <u>Law Firm</u>	DUTIES <u>aviation defense, litigation and small claims instituted in NYC Civil Court</u>		
YOUR EXACT TITLE <u>Associate Attorney</u>			
SUPERVISOR'S NAME <u>[REDACTED]</u>			
SUPERVISOR'S TITLE <u>[REDACTED]</u>			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40+</u>			
REASON FOR LEAVING <u>open private law firm</u>			
LENGTH OF EMPLOYMENT FROM <u>06/85</u> TO <u>11/86</u> MO YR MO YR	FIRM NAME <u>Putnam County Law Dept</u>	ADDRESS <u>48 Gleneida Avenue</u>	CITY, STATE <u>Carmel, NY</u>
TYPE OF BUSINESS <u>Legal</u>	DUTIES <u>Deputy County Attorney</u>		
YOUR EXACT TITLE <u>William D. Spain, Jr</u>			
SUPERVISOR'S NAME <u>County Attorney</u>			
SUPERVISOR'S TITLE <u>[REDACTED]</u>			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>40</u>			
REASON FOR LEAVING <u>[REDACTED]</u>			
LENGTH OF EMPLOYMENT FROM <u>/</u> TO <u>/</u> MO YR MO YR	FIRM NAME <u>[REDACTED]</u>	ADDRESS <u>[REDACTED]</u>	CITY, STATE <u>[REDACTED]</u>
TYPE OF BUSINESS <u>[REDACTED]</u>	DUTIES <u>[REDACTED]</u>		
YOUR EXACT TITLE <u>[REDACTED]</u>			
SUPERVISOR'S NAME <u>[REDACTED]</u>			
SUPERVISOR'S TITLE <u>[REDACTED]</u>			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME) <u>[REDACTED]</u>			
REASON FOR LEAVING <u>[REDACTED]</u>			

SIGNATURE REQUIRED/DATE

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER

YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT READ AND SIGN BELOW

AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

By my signature below, I hereby authorize the Putnam County Personnel Department, the County of Putnam, and/or its respective departments, offices or agencies, and/or any municipality within Putnam County to request verbal or written verification or records of any or all information contained herein. By signing this authorization, I give my consent for full and complete disclosure and review of all records concerning me, whether said records are of a public, private or confidential nature. Further, I hereby release the Putnam County Personnel Department, Putnam County and/or its respective departments, offices or agencies, and/or any municipality within Putnam County, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. By signing this authorization, I give my consent for a photocopy of the *Application for Employment* containing this release to be valid as an original thereof, even though said photocopy will not contain an original writing of my signature.

I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury. My signature below certifies I have read and fully understand this "Affirmation and Authorization for Release of Personal Information."

Charles Geph Griffin

(Signature of Applicant)

12.29.22

(Date)

Please indicate any additional information relative to change of name, maiden name, use of an assumed name or nickname:

PERJURY STATEMENT: APPLICANTS—PLEASE BE ADVISED:

Any and all statements made by the applicant in connection with Application for Employment are subject to verification, including background investigation by prospective appointing authorities. Misrepresentations may constitute cause for disqualification or discharge. Pursuant to Section 210.45 of the New York State Penal Law, **IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.**

APPLICATION COMPLETION CHECKLIST ... DID YOU ... ?

WAIT!

- ☐ Read, Sign and Date the *Affirmation And Authorization For Release Of Personal Information*, above?
- ☐ Enter the *Title* for the Position for which you are filing (top of application form)?
- ☐ Enter your *Social Security Number* (in Section 1, Page 1 of this application form)?

IMPORTANT APPLICANT INFORMATION

CHANGE OF ADDRESS: Putnam County Personnel Department must receive *written notification of any change of address and/or telephone number* in order to communicate important employment information to you. Please note the title of position in your letter.

DRUG & ALCOHOL TESTING: In accordance with Putnam County's comprehensive drug-free workplace policy and procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you will be required to submit to urinalysis, breath and/or blood tests to be considered for County employment.

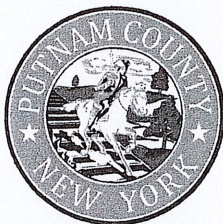
FINGERPRINTING: As of January 1, 2019, all prospective employees of Putnam County will be required to undergo a digital fingerprint background check at a cost of approximately \$100 to be borne by applicant.

EQUAL OPPORTUNITY: In compliance with the **New York State Human Rights Law**, which prohibits discrimination in employment based on age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record, **no part of this application form is intended or should be construed to express, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record** in connection with employment. Putnam County is an Equal Opportunity – Affirmative Action employer.

REMARKS: Use this space to provide any additional information, as necessary. If more space is required, attach additional 8½" x 11" sheet(s).

Rev.

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER



1-30-23 Pers. Mtg.
Reso
11

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

It is my privilege to appoint Mr. John G. Tully of Southeast, NY, as Director of Purchasing and Central Services in accordance with Article 5, Section 5.01 of the Putnam County Charter, subject to confirmation by the Putnam County Legislature.

Mr. Tully has worked for Putnam County since January of 1995 in several departments and many capacities throughout the years. He started as County Auditor moving on to the position of Deputy Commissioner of Finance in 1999. In 2000 he then moved on to the Director of Purchasing and Information Technology through 2006. Mr. Tully served as Deputy County Executive for both Robert Bondi and Paul Eldridge through November 2011. He has been the Deputy Commissioner of Highway and Facilities since November 2011.

Mr. Tully holds a Bachelor of Science degree in Business Management from Niagara University and attended the Kennedy School of Government at Harvard University.

He has performed with distinction and his record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by applying his expertise and experience.

I wholeheartedly recommend confirmation of Mr. Tully's appointment as Director of Purchasing and Central Services by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Mr. Tully's appointment.

Sincerely,

Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
John Tully, Director of Purchasing and Central Services

LEGISLATURE
PUTNAM COUNTY
2023 JAN 10 PM 6:52

APPROVAL/CONFIRMATION/ APPOINTMENT/DIRECTOR OF PURCHASING

WHEREAS, County Executive Kevin M. Byrne has appointed John G. Tully as Director of Purchasing, pursuant to Article 5, Section 5.01 of the Putnam County Charter; and

WHEREAS, John G. Tully possesses the requisite knowledge, experience, and qualifications to serve as the Director of Purchasing for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of John G. Tully as the Director of Purchasing for the County of Putnam, pursuant to Article 5, Section 5.01 of the Putnam County Charter; and be it further

RESOLVED, that John G. Tully shall serve at the pleasure of the County Executive in accordance with the terms of Section 5.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

2016 Nov 11 PM 2:13



Putnam County ★ New York
APPLICATION
for EMPLOYMENT

Director of Purchasing
POSITION TITLE

POSTING or JOB APPLICATION?

THIS APPLICATION IS USED TO DETERMINE YOUR ELIGIBILITY FOR EMPLOYMENT.
BE SURE TO ANSWER ALL QUESTIONS COMPLETELY & CAREFULLY. USE BLUE OR BLACK INK OR TYPE.
RETURN COMPLETED APPLICATION TO:
Putnam County Personnel Department, 110 Old Route Six, Building 3, Carmel, NY 10512

1. Name and Legal Residence ~ PLEASE NOTIFY PUTNAM COUNTY PERSONNEL DEPARTMENT IN WRITING IMMEDIATELY IF ANY OF YOUR INFORMATION CHANGES

LAST NAME Tully FIRST NAME John M.I. G
STREET ADDRESS (P.O. BOX NOT ACCEPTABLE) Bramble CITY NY STATE 10509 ZIP CODE Putnam COUNTY

2. Mailing Address (if different from Legal Residence)

STREET ADDRESS (P.O. BOX ACCEPTABLE) CITY STATE ZIP CODE

3. Telephone, E-Mail, and Other Residence Information (please indicate landline(L) or cell phone(C) number)

PRIMARY TELEPHONE (AREA CODE & NUMBER) Putnam SECONDARY TELEPHONE (AREA CODE & NUMBER) CCSD E-MAIL ADDRESS John.Tully@PutnamCountyNY.gov
TOWN OF RESIDENCE SCHOOL DISTRICT

4. Employment Eligibility: * Do you have the legal right to accept employment in the United States? ☒ Yes ☐ No

* Are you under 18 years of age? ☒ Yes ☐ No Proof of employment eligibility will be required upon Employment.

5. Are you or have you ever been a volunteer firefighter? ☐ Yes ☒ No If Yes: From To

6. Check the appropriate box to the right of each question:

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes ☐ No ☒
B. Have you ever resigned from any employment rather than face dismissal? Yes ☐ No ☒
C. Have you ever been convicted of any crime (felony or misdemeanor)? Yes ☐ No ☒
D. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? Yes ☐ No ☒
E. Are there any arrests or criminal accusations currently pending against you? Yes ☐ No ☒

If you answered "YES" to any question(s) above, please use the space below to give specifics. If you elect not to provide an explanation, you may be disqualified, or if such explanation is insufficient, you may be required to submit further information. Attach additional 8½" x 11" sheets if

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which application is being made.

DO NOT WRITE BELOW - FOR CIVIL SERVICE USE ONLY			DATE RECEIVED:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> CONDITIONAL	
LOGGED BY:	OTHER:		

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 OLD RTE. 6, BLDG #3, CARMEL, NY 10512
TEL 845 808-1650 * FAX 845 808-1923
www.putnamcountyny.com

7. Education:

High School: Have you graduated from high school? Yes ☒ No ☐

If Yes, name & location of high school: Carmel High School, Carmel, NY

If High School Equivalency Diploma: Issuing Governmental Authority: _____ Number: _____

Post High School Education:

	Name & Location of School	Type of Course or Major Subject	No. of College Credits Rec'd	Did You Graduate?	Type of Degree Rec'd
College, University, Professional or Technical School	<u>Niagara University</u>	<u>Business Management</u>		<input checked="" type="checkbox"/>	<u>B.S.</u>
Other School or Special Courses	<u>Western CT State University</u>	<u>(started working on MBA)</u>			

Partially Completed Course of Study: If credit is claimed for a partially completed college curriculum or course of study, attach a list of courses and credits completed, and indicate graduation requirements.	Indicating Specific Coursework: If the Position for which you are applying requires that you indicate specific course work, do so on an attached sheet.	Transcripts: If the Position for which you are applying requires that you provide a transcript, please send one. Required degrees and/or coursework will be verified.
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8. Licenses: If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, please provide the following information:

Name of Trade or Profession: _____ License No. _____

Dates of Validation: From _____ To _____ Licensing Agency _____ City/State _____

9. Driver License: A Driver License may be a requirement for certain positions. Do you have a valid license to operate a motor vehicle in

New York State? Yes ☒ No ☐ License No. _____ Class D Date of Expiration _____

Special License Endorsements: _____

10. Contacting Employers: For reference purposes, may we contact your present employer? Yes ☒ No ☐ Past employers? Yes ☐ No ☐

If no, please explain: _____

11. Performance Tests: If you have taken & passed any Putnam County Performance Test(s), indicate approximate dates below:

TYPING DATA ENTRY 911 DISPATCHER LANGUAGE ORAL OTHER (Describe)

MO / YR MO / YR MO / YR LANGUAGE MO / YR MO / YR

It is the responsibility of the applicant to provide documentation of successful completion of performance tests.

12. Other Examinations: Have you taken any examinations given by this department? Yes ☐ No ☒

If yes, list titles and dates: _____

13. Veterans Status: If you are an active duty member during wartime, a wartime veteran, or a disabled wartime veteran¹ of the Armed Forces of the United States,² then you may be eligible for certain benefits.³ To claim Veterans Status, active duty members of the Armed Forces must submit proof of active duty status⁴ (e.g. current military ID, military orders or other official military document that substantiates active duty status); discharged and/or disabled veterans are required to submit a copy of their DD214 discharge papers.

¹ "Disabled Wartime Veteran" means that you are entitled to receive payments for a service-connected disability (rated at 10% or more) incurred during time of hostile action or war.

² The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force or Coast Guard and all components thereof, or the National Guard when in the service of the United States pursuant to call as provided by law on a full-time, active duty basis other than active duty for training purposes.

³ "Active duty status" means full-time, active duty other than active duty for training purposes.

I am a ☐ Veteran ☐ Disabled Wartime Veteran ☐ Active Service Member.

Check below to indicate your area(s) of service, and provide time period(s) of service:

	Time Period of Service (From Mo/Yr - To Mo/Yr)
World War II, US Public Health Service	December 7, 1941 - December 31, 1946
Korean Conflict	June 27, 1950 - January 31, 1955
US Public Health Service	June 26, 1950 - July 3, 1952
Vietnam Conflict	February 28, 1961 - May 7, 1975
Hostilities in Lebanon*	June 1, 1983 - December 1, 1987
Hostilities in Grenada*	October 23, 1983 - November 21, 1983
Hostilities in Panama*	December 20, 1989 - January 31, 1990
Persian Gulf Conflict	August 2, 1990 - present

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

14. Employment Experience: Read The Following Instructions Before Completing This Section:

- Order:** List most recent employment first.
- What to List:** Any and all employment.
- Professional Experience:** Indicate whether or not professional experience occurred *after* your professional degree or coursework.
- Volunteer/Unpaid Work:** List volunteer or unpaid experience only if noted as qualifying experience for the position or job posting. Describe volunteer/unpaid work the same way as paid work and note in appropriate check box.
- Military Experience:** If you have had military service that included experience pertinent to the position, list that experience.
- Changes in Status:** If your title or duties changed significantly during your service in any one organization, list such changed status separately.
- Duties:** In the "Duties" section, describe duties in detail; the nature of work personally performed by you; estimate percentage of time spent on each type of work. If more space is needed, you may attach 8 1/2" x 11" sheet(s) of paper.
- Supervisory Experience:** For any supervisory role, state size and type of workforce supervised, as well as the extent of supervision by you.

You are responsible for submitting an accurate, adequate, clear description of your experience
~ Omissions or vagueness will NOT be interpreted in your favor. ~

LENGTH OF EMPLOYMENT FROM <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u> MO YR MO YR	FIRM NAME	ADDRESS	CITY, STATE
TYPE OF BUSINESS	DUTIES		
YOUR EXACT TITLE	SEE A Attached Resume		
SUPERVISOR'S NAME			
SUPERVISOR'S TITLE			
<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME)			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT FROM <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u> MO YR MO YR	FIRM NAME	ADDRESS	CITY, STATE
TYPE OF BUSINESS	DUTIES		
YOUR EXACT TITLE			
SUPERVISOR'S NAME			
SUPERVISOR'S TITLE			
<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME)			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT FROM <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u> MO YR MO YR	FIRM NAME	ADDRESS	CITY, STATE
TYPE OF BUSINESS	DUTIES		
YOUR EXACT TITLE			
SUPERVISOR'S NAME			
SUPERVISOR'S TITLE			
<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME)			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT FROM <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u> MO YR MO YR	FIRM NAME	ADDRESS	CITY, STATE
TYPE OF BUSINESS	DUTIES		
YOUR EXACT TITLE			
SUPERVISOR'S NAME			
SUPERVISOR'S TITLE			
<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID <input type="checkbox"/> VOUNTEER			
NO. OF HOURS WORKED PER WEEK (EXCLUSIVE OF OVERTIME)			
REASON FOR LEAVING			

If more space is needed, you may attach 8 1/2" x 11" sheet(s) of paper

SIGNATURE REQUIRED ON NEXT PAGE

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER

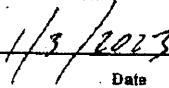
YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT READ AND SIGN BELOW

AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

By my signature below, I hereby authorize the Putnam County Personnel Department, the County of Putnam, and/or its respective departments, offices or agencies, and/or any municipality within Putnam County to request verbal or written verification or records of any or all information contained herein. By signing this authorization, I give my consent for full and complete disclosure and review of all records concerning me, whether said records are of a public, private or confidential nature. Further, I hereby release the Putnam County Personnel Department, Putnam County and/or its respective departments, offices or agencies, and/or any municipality within Putnam County, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. By signing this authorization, I give my consent for a photocopy of the *Application for Employment* containing this release to be valid as an original thereof, even though said photocopy will not contain an original writing of my signature.

I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury. My signature below certifies I have read and fully understand this "Affirmation and Authorization for Release of Personal Information."


Signature of Applicant


Date

Please indicate any additional information relative to change of name, maiden name, use of an assumed name or nickname:

PERJURY STATEMENT: APPLICANTS-PLEASE BE ADVISED:

Any and all statements made by the applicant in connection with Application for Employment are subject to verification, including background investigation by prospective appointing authorities. Misrepresentations may constitute cause for disqualification or discharge. Pursuant to Section 210.45 of the New York State Penal Law, **IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.**

APPLICATION COMPLETION CHECKLIST ... DID YOU ... ?

 WAIT!

- ☐ Read, Sign and Date the *Affirmation And Authorization For Release Of Personal Information*, above?
- ☐ Enter the **Title** for the Position for which you are filing (top of application form)?
- ☐ Enter your **Social Security Number** (in Section 1, Page 1 of this application form)?

IMPORTANT APPLICANT INFORMATION

CHANGE OF ADDRESS: Putnam County Personnel Department must receive *written notification of any change of address and/or telephone number* in order to communicate important employment information to you. Please note the title of position in your letter.

DRUG & ALCOHOL TESTING: In accordance with Putnam County's comprehensive drug-free workplace policy and procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you will be required to submit to urinalysis, breath and/or blood tests to be considered for County employment.

FINGERPRINTING: As of January 1, 2019, all prospective employees of Putnam County will be required to undergo a digital fingerprint background check at a cost of approximately \$100 to be borne by applicant.

EQUAL OPPORTUNITY: In compliance with the **New York State Human Rights Law**, which prohibits discrimination in employment based on age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record, **no part of this application form is intended or should be construed to express, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or criminal record in connection with employment.** Putnam County is an Equal Opportunity - Affirmative Action employer.

REMARKS: Use this space to provide any additional information, as necessary. If more space is required, attach additional 8½" x 11" sheet(s).

Rev. May 2021

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY ~ AFFIRMATIVE ACTION EMPLOYER

John Tully

Education

Niagara University – B.S. Business Management 1990

Kennedy School of Government – Harvard University 2003

Professional Experience

Putnam County, NY (Executive Branch) | 40 Glenside Avenue, Carmel NY 10512

January 1, 1999 - Present

Deputy Commissioner of Highway and Facilities (November 2011 - Present)

- At the direction of and in the absence of the Commissioner of Highways and Facilities managed all divisions and contractors that support the department including: Fiscal, Engineering, Central Automotive, Highway, Parks
- Oversight of 24/7 snow removal operations for County and State contracted roads
- Represented department in Emergency Operations Center during major storm events, coordinated department staff and provided resources as needed to aid in the restoration efforts of private utility, state town and village infrastructure
- Developed plans for Commissioners review related to the design, construction, improvement, maintenance, repair, clearing and lighting of all highways, roads, streets, bridges, culverts and other grade separating structures under the jurisdiction of the County
- Supervised areas of the design, construction, and alteration of county buildings, parking areas, drives, walks, docks, parks, and such other structures and facilities in the nature of public works under the jurisdiction of the County
- Actively involved in management of Engineering Division during period of vacancy of Division Director
- Continue to serve role of Fiscal Manager of Department upon retirement of long tenured CPA
- Lead the 2022 brokering sessions with Metropolitan Planning Organization (MPO) New York Metropolitan Transportation Council (NYMTC)
- Serve as Interim Director of Planning (April 2022 - Present)
- Assist Purchasing Department upon vacancy of Director of Purchasing (August 2022 – Present)

Deputy County Executive (July 2006 – September 2010) (February 2011 – November 2011)

- Worked alongside County Executives to execute and enforce all laws and resolutions of the County Legislature. Supervised the management of all administrative departments, offices, and agencies of the County Government and prescribed the internal organization of such departments, offices and agencies. Lead the executive budget preparation process of the operating and capital budgets in the manner prescribed by the county Charter and Administrative code
- Negotiated Contracts with Department Heads for various services to include, CHHA agreements, Golf Course Management, Intermunicipal Agreements, etc.

John Tully

• • •

- Worked with executive staff and Cornell Cooperative Extension to develop management training workshops
- Lead the sourcing and implementation of new Countywide Financial Management System.
- On Behalf of the County Executive, represented the interests of Putnam County with the New York Metropolitan Transportation Council (NYMTC)

Director of Purchasing and Information Technology (January 2001 -July 2006)

- Make all purchases of equipment, materials and supplies required for any County purposes
- Procure service contracts as required for County purposes
- Prepare and assure suitable specifications or standards for all materials, supplies and equipment to be purchased. Confirmed compliance with specifications and standards
- Responsible for the transfer, re-assignment and disposition of all county materials, supplies and assets as authorized by the County legislature and County Executive
- Managed central mail room and central warehouse and eventually led effort to phase out warehousing operation
- Managed internal printing operation and responsible for outsourcing this internal service as a cost saving measurement
- Responsible for procurement and standardization of all Information Technology needs and personnel needed to administer email, internet, workstations, cell phones, computers, storage, networking etc.
- Managed Geographic Information Systems (GIS) as a division of Information Technology

Deputy Commissioner of Finance

- Manage financial affairs of the county as directed by the Commissioner of Finance
- Assist the County Executive in the preparation and administration of the County budget
- Prepared electronic annual report as required by the New York State Comptroller
- Approved methods and forms for financial accounting and records for all County departments and administrative agencies

Putnam County, NY (Legislative Branch)

January 3, 1995 – January 1, 1999

County Auditor

- Audited and certified for payment all Lawful claims and charges against the County
- Certified availability of funds for all requisitions, contracts, purchase orders and other documents by which the county incurs financial obligations or for the expenditure of funds for which the County is responsible
- Conducted special audits as were deemed necessary, at the request of the Legislature

Skills

- Proficient in Microsoft suite of products including Excel, Word, Power point, publisher, visio and earlier version of Access. Audit Command Language (ACL)
- Other software includes MUNIS financial, and procurement modules, SharePoint, ESTIP and Appian modules for FTA and FHWA projects.
- Familiar with APIA used for construction project management
- FEMA Incident Command (ICS 400) certification

John Tully

...

References

- Available upon request



Per. mtg
1-30-23
Reso
#12

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

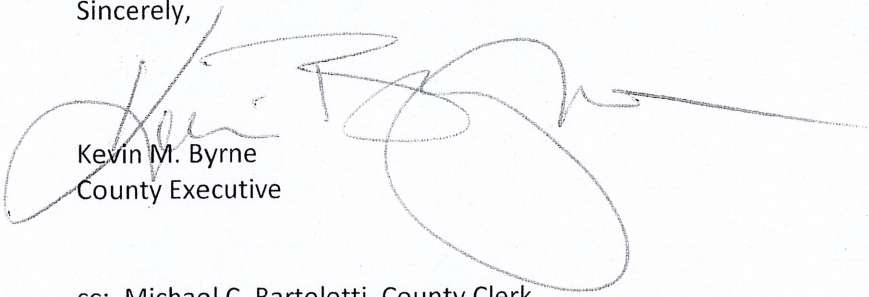
It is my privilege to re-appoint Mr. Michael Cunningham of Danbury, CT, as Director, Office for Senior Resources in accordance with Article 12, Section 12.04 of the Putnam County Charter.

Mr. Cunningham has served as Director, Office for Senior Resources since November 2017 and his record demonstrates a willingness to serve the Senior Citizens of Putnam County and our County Government by applying his expertise and experience.

I recommend confirmation of Mr. Cunningham's re-appointment by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Mr. Cunningham's re-appointment.

Sincerely,


Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
Michael Cunningham, Director, Office for Senior Resources

LEGISLATURE
PUTNAM COUNTY
JAN 10 PM 4:51

**APPROVAL/CONFIRMATION/RE-APPOINTMENT/DIRECTOR OF THE OFFICE FOR
SENIOR RESOURCES**

WHEREAS, County Executive Kevin M. Byrne has re-appointed Michael J. Cunningham as Director of the Office for Senior Resources, pursuant to Article 12, Section 12.04 of the Putnam County Charter; and

WHEREAS, Michael J. Cunningham possesses the requisite knowledge, experience, and qualifications to serve as the Director of the Office for Senior Resources for the County of Putnam; and

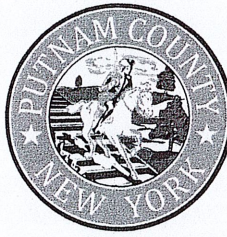
WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this re-appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the re-appointment of Michael J. Cunningham as the Director of the Office for Senior Resources for the County of Putnam, pursuant to Article 12, Section 12.04 of the Putnam County Charter; and be it further

RESOLVED, that Michael J. Cunningham shall serve at the pleasure of the County Executive in accordance with the terms of Section 12.04 of the Putnam County charter; and be it further

RESOLVED, that this re-appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

2016 JUN 1 09:15



Personnel Mtg.
1-30-23
Reo
#13

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

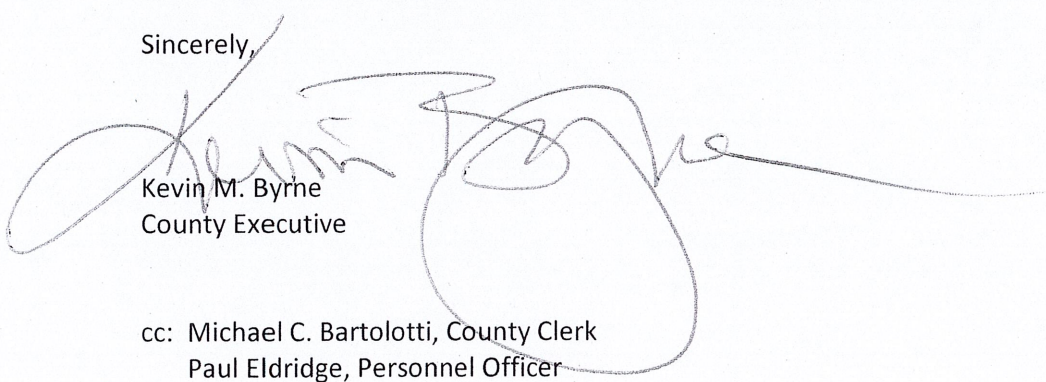
It is my privilege to re-appoint Ms. Tracey Walsh of Carmel, NY as Director of Tourism in accordance with Article 5, Section 5.03 of the Putnam County Charter.

Ms. Walsh has been Director of Tourism since September 2019. She has performed with distinction and her record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by encouraging visitors from all over to enjoy the beauty of Putnam County.

I wholeheartedly recommend confirmation of Ms. Walsh's re-appointment by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Ms. Walsh's re-appointment.

Sincerely,


Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
Tracey Walsh, Director of Tourism

2023 JAN 10 PM 4:51
LEGISLATURE
PUTNAM COUNTY
CLERK'S OFFICE

APPROVAL/CONFIRMATION/RE-APPOINTMENT/DIRECTOR OF TOURISM

WHEREAS, County Executive Kevin M. Byrne has re-appointed Tracey L. Walsh as Director of Tourism, pursuant to Article 5, Section 5.03 of the Putnam County Charter; and

WHEREAS, Tracey L. Walsh possesses the requisite knowledge, experience, and qualifications to serve as the Director of Tourism for the County of Putnam; and

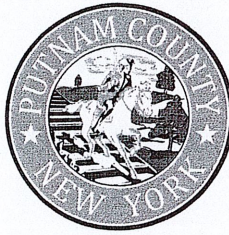
WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this re-appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the re-appointment of Tracey L. Walsh as the Director of Tourism for the County of Putnam, pursuant to Article 5, Section 5.03 of the Putnam County Charter; and be it further

RESOLVED, that Tracey L. Walsh shall serve at the pleasure of the County Executive in accordance with the terms of Section 5.03 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

APPROVED AND
FORWARDED:
COUNTY CLERK
JUL 11 2007



Res. mtg.
1-30-23
Reso
#14

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

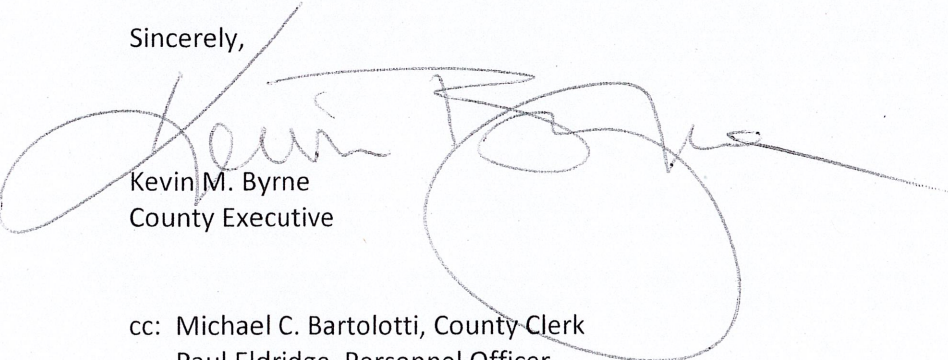
It is my privilege to re-appoint Ms. Jennifer Cassidy of Southeast, NY, as County Historian in accordance with Article 12, Section 12.11 of the Putnam County Charter.

Ms. Cassidy has been County Historian since March 2022, having worked with the County Historian's office since September 2015 as a County Historian Aide. Her record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by applying her expertise and experience.

I wholeheartedly recommend confirmation of Ms. Cassidy's re-appointment by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Ms. Cassidy's re-appointment.

Sincerely,


Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
Jennifer Cassidy, County Historian

2023 JAN 10 PM 4:51
LEGISLATURE
PUTNAM COUNTY
CLERK'S OFFICE

APPROVAL/CONFIRMATION/RE-APPOINTMENT/PUTNAM COUNTY HISTORIAN

WHEREAS, County Executive Kevin M. Byrne has re-appointed Jennifer Cassidy as Putnam County Historian, pursuant to Article 12, Section 12.11 of the Putnam County Charter; and

WHEREAS, Jennifer Cassidy possesses the requisite knowledge, experience, and qualifications to serve as the Putnam County Historian for the County of Putnam; and

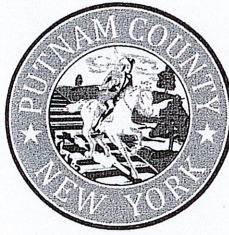
WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this re-appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the re-appointment of Jennifer Cassidy as the Putnam County Historian for the County of Putnam, pursuant to Article 12, Section 12.11 of the Putnam County Charter; and be it further

RESOLVED, that Jennifer Cassidy shall serve at the pleasure of the County Executive in accordance with the terms of Section 12.11 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

2018 DEC 11 PM 2:42



Res. mtg.
1-30-23
~ Reso
15

PUTNAM COUNTY EXECUTIVE | KEVIN M. BYRNE

January 10, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Ms. Schonfeld,

It is my privilege to re-appoint Mr. Karl Rohde of Kent, NY, as Director of the County Veterans Agency in accordance with Article 12, Section 12.09 of the Putnam County Charter and New York State Executive Law, Section 357.

Mr. Rohde has been Director of the County Veterans Agency since July 2011. He has performed with distinction and his record clearly demonstrates a willingness to serve the Veterans of Putnam County and our County Government.

Mr. Rohde is a combat war Veteran, who served our Country during the Vietnam War and was awarded the Silver Star medal for his actions during this war. It is truly an honor to re-appoint Mr. Rohde.

I wholeheartedly recommend confirmation of Mr. Rohde's re-appointment by the Putnam County Legislature beginning January 1, 2023.

Thank you for your prompt consideration of Mr. Rohde's re-appointment.

Sincerely,


Kevin M. Byrne
County Executive

cc: Michael C. Bartolotti, County Clerk
Paul Eldridge, Personnel Officer
Karl Rohde, Director of Veterans Agency

2023 JAN 10 PM 4:10
LEGISLATIVE
PUTNAM COUNTY
CARMEL, NY

**APPROVAL/CONFIRMATION/RE-APPOINTMENT/DIRECTOR OF THE COUNTY
VETERANS AGENCY**

WHEREAS, County Executive Kevin M. Byrne has re-appointed Karl Rohde as Director of the County Veterans Agency, pursuant to Article 12, Section 12.09 of the Putnam County Charter and New York State Executive Law, Section 357; and

WHEREAS, Karl Rohde possesses the requisite knowledge, experience, and qualifications to serve as the Director of the County Veterans Agency for the County of Putnam; and

WHEREAS, Mr. Rohde is a combat war Veteran, who served our Country during the Vietnam War and was awarded the Silver Star medal for his actions during this war; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this re-appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the re-appointment of Karl Rohde as the Director of the County Veterans Agency for the County of Putnam, pursuant to Article 12, Section 12.09 of the Putnam County Charter and New York State Executive Law, Section 357; and be it further

RESOLVED, that Karl Rohde shall serve at the pleasure of the County Executive in accordance with the terms of Section 12.09 of the Putnam County charter and New York State Executive Law, Section 357; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

2022 JAN 11 PM 2:42

**Personnel Committee Mtg.
January 30, 2023
#16**

#16. FYI/Accident Report

- 1. Report as of January 10, 2023**
- 2. Per Law Department/Risk Mgr. No Accidents in 2023 to date, January 24, 2023**

**Personnel Committee Mtg.
January 30, 2023
#17**

#17. FYI/ Employee Incident Report

- 1. Report as of January 10, 2023**
- 2. Report as of January 24, 2023**